

# COMPENSATION BOARD DOCKET #19/07

## January 23, 2019

### 307-19-07: SHERIFFS & REGIONAL JAILS

#### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENTS	1-16-2019 - Officers request to transfer Vacancy Savings to Temporary/Office expense.	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	1/8/2019	Vacancy Savings	Temporary	\$50,216.81	\$50,216.81
405	307	Albemarle/C'ville Reg. Jail	1/15/2019	Vacancy Savings	Temporary	\$21,505.95	\$21,505.95
465	307	Riverside Reg. Jail	1/10/2019	Vacancy Savings	Office Exp	\$281,120.33	\$170,388.75
470	307	Virginia Peninsula Reg. Jail	1/16/2019	Vacancy Savings	Temporary	\$12,232.17	\$12,232.17
475	307	Hampton Roads Reg. Jail	1/16/2019	Vacancy Savings	Office Exp	\$46,725.04	\$46,725.04
480	307	New River Valley Reg. Jail	1/16/2019	Vacancy Savings	Temporary	\$233,915.97	\$121,015.00
485	307	Blue Ridge Reg. Jail	1/9/2019	Vacancy Savings	Temporary	\$220,662.34	\$137,203.81
492	307	Southwest Virginia Reg. Jail	1/16/2019	Vacancy Savings	Office Exp	\$50,506.66	\$50,506.66
495	307	Meherrin River Reg. Jail	1/16/2019	Vacancy Savings	Office Exp	\$80,129.11	\$80,129.11
496	307	RSW Regional Jail	1/16/2019	Vacancy Savings	Office Exp	\$59,755.03	\$59,755.03
650	307	Hampton City	1/7/2019	Vacancy Savings	Office Exp	\$172,517.59	\$172,517.59
760	307	Richmond City	1/4/2019	Vacancy Savings	Temporary	\$375,902.32	\$100,000.00
760	307	Richmond City	1/4/2019	Vacancy Savings	Office Exp	\$0.00	\$275,902.32
770	307	Roanoke City	1/10/2019	Vacancy Savings	Office Exp	\$124,110.29	\$110,000.00
<b>Total</b>						<b>\$1,252,346.23</b>	<b>\$1,055,986.73</b>

## 307-19-07: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Bland	SHERIFF	January 4, 2019 - Officer requests to transfer the remaining salary of position 00019 in the amount of \$14,955.00 to Temporary Salary funds. The employee has been placed on Military Leave effective February 1 through the June 30, 2019.	-0-	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
021	307	Bland	1/3/2019	00019	L8	Temporary Salaries	\$35,892	\$14,955.00	<b>\$14,955.00</b>

Total

\$14,955.00

Buchanan	SHERIFF	<p>January 16, 2019 - Officer requests additional funding in the amount of \$16,000 to purchase Live Scan fingerprint ID equipment, with a stressed cost of \$12,302.40.</p> <p>Officer states the current operating system they are using for Live Scan runs on Windows XP and the software is no longer supported by Microsoft.</p> <p>This office has no vacancy savings and is currently using base Temporary Salary funds to pay part-time employees.</p>	-0-	The Compensation Board did not approve the request for additional funding for equipment. As noted in the Compensation Board's FY19 Budget Priorities and Policies document of June 15, 2018, additional funding for equipment is not available this year.
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FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost	Stressed Cost
027	Buchanan	Live Scan	1	\$16,000.	\$16,000	1	16,215	\$16,000	\$12,302.40

Total

\$16,000

\$12,302.40

## 772-19-07: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE COUNTY	COMMONWEALTH'S ATTORNEY	January 2, 2019 Acting Officer requests additional Temporary Funding in the amount of \$23,717.08. This is equivalent to the annual salary of position 00006, ATTIV, at \$56,921 from February 1, 2019 to June 30, 2019. The special election will be held on November 5, 2019.		\$0.00	Approved at no additional cost to the Compensation Board.
		This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00006, ATTIV is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.			
MECKLENBURG COUNTY	COMMONWEALTH'S ATTORNEY	January 8, 2019 Officer requests to transfer the remaining vacant salary in the amount of \$6,355.50 from position 00005, JSECA, currently budgeted in the amount of \$12,711, to Temporary funds.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
117	772	Mecklenburg County	1/8/19	pos. 00005	JSECA	Temporary	\$12,711	\$12,711	\$6,355.50
		<b>Mecklenburg County Total</b>					<b>\$12,711</b>	<b>\$12,711</b>	<b>\$6,355.50</b>

## 773-19-07: CIRCUIT COURT CLERKS

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAIRFAX COUNTY	CIRCUIT COURT CLERK	<p>January 17, 2019 Officer requests to transfer the remaining annual vacant salaries in the total amount of \$27,241.67 from position 00008, DCI currently budgeted at \$25,422, and from position 00071, GOC currently budgeted at \$21,278, to Temporary Salaries Funds effective January 1, 2019 through June 30, 2019.</p> <p>Due to the position Reallocation Policy, this office must hold six (6) staff positions vacant in FY19; however, vacancy savings from these positions held vacant may be transferred to another budget category for expenditure.</p>	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
059	773	Fairfax County	1/8/19	pos. 00008	DCI	Temporary	\$25,422	\$25,422	\$14,829.50
059	773	Fairfax County	1/8/19	pos. 00071	GOC	Temporary	\$21,278	\$21,278	\$12,412.17
		<b>Fairfax County Total</b>					<b>\$46,700</b>	<b>\$46,700</b>	<b>\$27,241.67</b>

## 771-19-07: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LOUISA COUNTY	COMMISSIONER	<p>January 10, 2019 – Acting Officer requests additional Temporary Funding in the amount of \$16,610. This is equivalent to the current salary of position 00004, MDIII, budgeted at \$33,220, from January 1, 2019 to June 30, 2019.</p> <p>This request for “additional” funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as I understand that the Compensation Board’s Interpretation of §24.2-226 and 228 is that position 00004, MCDIII is not vacant during the period in which I am the Acting Commissioner of the Revenue. Consequently, funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
CITY OF MARTINSVILLE	COMMISSIONER	<p>January 10, 2018 – Officer requests to change the class of the Career Development funded deputy in position 00001, MDIII, with a base salary of \$30,393 and a CDP salary of \$33,219, to an MCDI, with a base salary of \$36,312 and a CDP salary of \$39,689, effective January 1, 2019, resulting in an added cost for the Career Development Program funding and an increase in the total budget in this office.</p> <p>Officer acknowledges the increase and certifies that he has obtained concurrence from his locality to fund the increase, if approved by the Compensation Board.</p>		\$551.00 Budgeted \$275.52 (FY19) (\$137.76 Reimbursed)	Approved as requested.

FIPS	Office Code	Locality Name	Request Date	From Position	From Class Code	Current Base Salary	Current CDP Salary	To Position	To Class Code	New Base Salary	New CDP Salary	Amount Requested	Prorated Amount of CDP for FY19
690	771	City of Martinsville	1/10/19	pos. 00001	MDIII	\$30,393.00	\$33,219.00	00001	MCDI	\$36,312.00	\$39,689.00	\$551.00	\$275.52

## 771-19-07: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER DEVELOPMENT COMMITTEE	COMMISSIONERS OF THE REVENUE	<p>November 27, 2018 – The Career Development Committee of the Commissioners of the Revenue Association of Virginia requests approval of three changes proposed to the certification program administered by the Weldon Cooper Center as the educational component of the Officer and Deputy career development programs (CDP).</p> <p>For the continuing education component of the program for initial certification, the committee seeks to eliminate the “maximum” points allowed for individual conferences/meetings. This change is proposed to allow greater flexibility to participants to meet initial certification requirements, but does not change the minimum points required to meet certification requirements.</p> <p>For the mandatory courses required for annual re-certification, the committee seeks to eliminate the exam requirement following coursework when a participant takes a course for a second or subsequent time and make the exam optional for participants under this circumstance. The requirement to take and pass an exam following coursework for initial certification remains, the requirement to take and pass an exam following any new coursework not previously taken remains, and the requirement that individual courses not be repeated within a 4 year period remains, such that for at least four years following initial certification, new coursework is required each year with the requirement that the participant take and pass the related exam. Staff notes that this change is consistent with the Treasurers/Deputy Treasurers certification programs.</p> <p>Third, the committee seeks to add a clause related to reinstatement of Deputy Commissioners of the Revenue into the certification program in the event a deputy leaves service and returns to service within 12 months, providing that a deputy may return to certification with the Weldon Cooper program as long as the individual obtains all needed continuing education points for both the period of absence and the year of return. This change impacts the certification program administered by the Weldon Cooper Center only, and not the Compensation Board CDP, as the deputy would still need to meet all certification requirements by established deadlines and all other CB CDP program requirements, and their Commissioner would need to certify that the individual meets all of the criteria for the program to become eligible for program funding from the Compensation Board.</p>		\$0.00	The Compensation Board approved the requested changes to the certification program administered by the Weldon Cooper Center as the educational component of the Master Commissioner and Master Deputy Commissioner career development programs (CDP) as stated, and requests Compensation Board staff to prepare updates to the Career Development Program documents to notate and track the approved certification program amendments.

## 774-19-07: TREASURERS

### NEW BUSINESS:

		CONSENT DOCKET		
<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF VIRGINIA BEACH	TREASURER	<p>January 15, 2019 – Acting Officer requests additional Temporary Funding in the amount of \$25,802. This is equivalent to the current salary of position 00004, MCDIV, budgeted at \$51,604, from January 1, 2019 to June 30, 2019.</p> <p>This request for “additional” funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as I understand that the Compensation Board’s Interpretation of §24.2-226 and 228 is that position 00004, MCDIII is not vacant during the period in which I am the Acting Treasurer. Consequently, funds cannot be transferred from this position.</p>	\$0.00	Approved at no additional cost to the Compensation Board.

## OTHER MATTERS

### NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #19/06.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 27, 2019 at 10:00 a.m. and Wednesday, March 27 at 10:00 a.m.	N/A	Confirmed.
3.	FY20 BUDGET PRIORITIES	COMPENSATION BOARD	Staff presents FY20 draft budget priorities.	N/A	Approved.
4.	TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY19 year-to-date collections for July through December totaled \$3,146,361, a decrease of 6.46% compared to the same period in FY18.</p> <p>Expenditures: FY19 year-to-date Clerk's expenditures through 1/22/19, totaled \$1,938,394.53 or 29.9% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY19 TTF total collections would be approximately \$6.29 million, a decrease of 5.26% compared to FY18 collections.</p>	N/A	Noted.



**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #19/07**  
**January 23, 2019**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.**  
**(\_\_\_\_\_ seconded the motion.)**

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: January 23, 2019  
Time: 10:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Tyrone Nelson, Chairman (present)  
Craig Burns, Ex Officio member (present)  
Martha Mavredes, Ex Officio member (absent)

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